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S E C R E T

DA 88 - 2256
28 October 1988
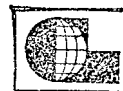
MEMORANDUM FOR: Director of Central Intelligence

FROM: Henry P. Mahoney
                 Acting Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 28 October 1988

    1.   The Office of Logistics (OL) has a videotape available of the
26 October dedication ceremony for the statue of Gen. William Donovan.
Attendees included former DCIs Richard Helms and William Colby and members
of former DCI William Casey's family.

    2.   OL advises that construction work started on the Child Day Care
Center on 24 October.

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    4.   Office of Personnel (OP) representatives provided Agency recruitment
information to over 12,000 people at the National World of Women's Conference
in Houston last week.

    5.   OP kicked off its Life Planning Seminar on 25 October with a keynote
address by Rick Garnitz, President of Lifespan Services. Over 130 employees
attended. Mr. Garnitz noted that family issues merit as much consideration as
financial matters when preparing for retirement.

    6.   OP reports that, with the recent addition of three new offices,
75 percent of the eligible Agency population is on the automated Electronic
Time and Attendance System (ELECTAS). By February 1989, all eligible
employees will be on the system.

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7. The Office of Training and Education's (OTE) Training and Education Automated Management System (TEAMS) has, for the first time, enabled OTE to send "instant" confirmation letters to students accepted in eighty courses. One hundred seventy-eight recent requests were confirmed within two days.

8. During 17-18 October nine students from four Directorate of Intelligence production offices attended the pilot running of OTE's new course "Thinking for Writing: Starting Your Paper on the Right Track." The course included presentations on such topics as "Asking the Right Questions" and "Making the Concept Paper Work for You."

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Henry P. Mahoney

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